

## Safeguarding Adults Policy

### Introduction

We all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse and neglect.

This policy and procedures outlines what adult safeguarding is and what to do if you have a concern.

### Policy statement

Dance Creative is committed to creating and maintaining a safe and positive environment for all people involved in Dance Creative's workshops and classes. It accepts its responsibility to assist in the welfare of all people and to safeguard them from poor practice, abuse and bullying.

All individuals within the organisation - Trustees/Artistic Directors/Dance Artists/Dance Assistants/Volunteers - have a role and responsibility to help ensure the safety and welfare of adults.

Dance Creative accepts that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed, or is at risk of harm.

The organisation also adopts the policy guidance from People Dancing, the governing body for community dance practice; details to be found here:

<https://www.communitydance.org.uk/DB/legal-compliance-2/lc4-safeguarding-vulnerable-groups-act-svga-2006-and-the-protection-of-free>

### What is adult safeguarding?

The official definition of "Adult safeguarding" is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities (Care Act 2014).

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or is at risk of, abuse or neglect
- is unable to protect themselves from either the risk of, or the experience of, abuse or neglect, as a result of those care and support needs

Adults who fulfil this criteria are 'adults at risk'.

People can have a need for care and support for a variety of reasons – for example they may have a learning disability, a physical disability, a chronic health condition or have a mental health issue. Such conditions may bring with them additional vulnerabilities, however having care and support needs does not mean that people are automatically adults at risk and need safeguarding.

Safeguarding adults is underpinned by:

- The Care Act 2014
- Mental Capacity Act (MCA) 2005

Types of abuse suffered by adults identified in the Care Act 2014 are:

- Physical
- Sexual
- Psychological/Emotional/Mental
- Financial and material
- Neglect and act of omission
- Discriminatory
- Organisational
- Modern Day Slavery
- Domestic Violence
- Self Neglect – including hoarding

Other types of harm that adults may experience include:

- Cyber Bullying
- Forced Marriage
- Female Genital Mutilation
- Mate Crime
- Radicalisation

## **Safe recruitment and safeguarding training**

We want to make sure that all of our volunteers and staff have the right skills and qualities to create a safe environment. All staff and volunteers will be subject to Enhanced DBS Checks on appointment and, if they are not signed up to the DBS update service, at least every 3 years thereafter. All new staff and volunteers will be subject to a recruitment procedure including interview and references.

Staff and volunteers will also be updated with any relevant legislation, policies and procedural changes. All staff and volunteers are requested to attend an e-learning programme, Safeguarding Adults, Levels 1 and 2, which can be found at: <https://www.osab.co.uk/learning-zone/osab-core-adult-safeguarding-courses/> to provide more detailed information about spotting abuse, dealing with disclosures, and how to respond.

Dance Creative will ensure that all staff and volunteers update their Safeguarding Training annually and attend other training if appropriate.

## **Communication**

The organisation will make available its Safeguarding Adults Policy and Procedures to all staff, volunteers, beneficiaries, and partner organisations. The policy is sent to all staff and volunteers on appointment and whenever it is updated, and is available on the Dance Creative website. Beneficiaries are informed of the policy and how they can request it.

## **What to do if you have concerns about an adult participant**

Organisation staff and volunteers are not expected to be an expert in recognition of a safeguarding concern; however, all adults working, volunteering and participating have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. They should also respond to any indication of abuse that may be occurring outside of the organisation setting.

This does not mean that it is your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report immediately any concerns or

disclosures to Dance Creative (details below). Please refer to the action table on the following page.

Dance Creative will record the conversation in a password protected document and report it to the Dance Creative Safeguarding Lead (details below). The Safeguarding Lead will then alert the appropriate agencies to investigate, such as the Oxfordshire Safeguarding Team, or other appropriate local Safeguarding Teams, the police, ambulance, or GP. If the nominated Safeguarding Lead was unsure about any concerns reported, they would contact the Oxfordshire Safeguarding Team for further consultation. If Dance Creative suspected that children were involved, we may also need to discuss with LADO (Local Authority Designated Officer) and the police.

### **What to do if your concerns cannot be discussed with Dance Creative**

If you cannot contact someone within Dance Creative or feel that your concerns are not being dealt with properly you can contact the Oxfordshire Adult Safeguarding Board at <https://www.osab.co.uk>. Contacts for other relevant Safeguarding Boards are listed below.

### **Allegations against a member of staff or volunteer**

In the event of an allegation against a member of staff or volunteer, Dance Creative would follow the PIPOT policy (Person in a Position of Trust) for the Oxfordshire Safeguarding Adults Board which is available at [www.osab.co.uk](http://www.osab.co.uk). Dance Creative would fully collaborate with any investigation in the event of an allegation against a member of staff or volunteer.

### **Dance Creative Contact**

**Name:** Caroline Moss, Dance Creative Artistic Co-Director

**Email:** [caroline@dance-creative.co.uk](mailto:caroline@dance-creative.co.uk)

**Phone:** 07815 120727

### **Dance Creative Safeguarding Lead**

**Name:** Paula Har

**Email:** [Paulahar2002@yahoo.co.uk](mailto:Paulahar2002@yahoo.co.uk)

**Phone:** 07988 931167 (No voicemail so please phone again or text for a response)

### **Other Contacts**

**Name:** Oxfordshire Safeguarding Adults Board

**Phone:** 0345 050 7666 during office hours or the Emergency Duty Service number (0800 833 408) outside of those hours.

**Name:** Buckinghamshire Safeguarding Adults Board

**Website:** <https://www.buckssafeguarding.org.uk/adultsboard>

**Name:** Cambridgeshire Safeguarding Board

**Website:** <https://www.safeguardingcambspeterborough.org.uk>

**Safeguarding is not an emergency service so if someone requires immediate protection because they are being harmed, call the Police on 999.**

## What to do if you have a concern about an adult

